

**IN THE UNITED STATES DISTRICT COURT
FOR THE SOUTHERN DISTRICT OF ILLINOIS**

)	
)	
Plaintiff(s),)	CASE NO.
)	
vs.)	CJRA TRACK
)	
)	
)	JUDGE
Defendant(s).)	

FINAL PRE-TRIAL ORDER

This matter is before the Court at a Final Pre-Trial Conference held pursuant to Rule 16, Federal Rules of Civil Procedure.

PLAINTIFF(S) COUNSEL:

(Insert name, address, and telephone number.)

DEFENDANT(S) COUNSEL:

(Insert name, address, and telephone number.)

I. NATURE OF THE CASE

The parties should prepare a brief statement of the nature of of the case including the claims of the parties (personal injury, Federal Tort claim, breach of contract, etc.). The principal purpose of this statement is to assist the Court in explaining the case to prospective jurors upon selection of a jury.

II. JURISDICTION

- A. This is an action for:
(State the remedy sought, such as damages, injunctive or declaratory relief.)
- B. The jurisdiction of the Court is not disputed (or is disputed).
 - 1. If not disputed, state the statutory, constitutional or other basis of jurisdiction.
 - 2. If disputed, the basis on which jurisdiction is contested.

III. UNCONTROVERTED FACTS

The following facts are not disputed or have been agreed to or stipulated to by the parties:

(This section should contain a comprehensive statement of facts which will become a part of the evidentiary record in the case and which, in jury trials, may be read to the jury.)

IV. AGREED TO ISSUES OF LAW

The parties agree that the following are the issues to be decided by the Court:

V. WITNESSES

- A. List of witnesses the plaintiff expects to call, including experts.
 - 1. Expert witnesses.
 - 2. Non-expert witnesses.
- B. List of witnesses defendant expects to call, including experts:
 - 1. Expert witnesses.
 - 2. Non-expert witnesses.
- C. If there are any third parties to the action, they should include an identical list of witnesses as that contained in parts A and B above.
- D. Rebuttal Witnesses. Each of the parties may call such rebuttal witnesses as may be necessary, without prior notice thereof to the other party.

VI. EXHIBITS

The parties shall prepare and append to the Final Pre-trial Order a Pre-trial Exhibit Stipulation, which shall be on a separate schedule.

The Pre-trial Exhibit Stipulation shall contain the style of the case, be entitled "Pre-trial Exhibit Stipulation", shall contain each party's numbered list of trial exhibits, other than impeachment exhibits, with objections, if any, to each exhibit, including briefly the basis of the objection. All parties shall list their exhibits in numerical order. Where practicable, copies of all exhibits to which there is an objection will be submitted with the stipulation. The burden for timely submission of a complete list is on the plaintiff. Each party is to submit a pre-marked copy of each exhibit for the Court's use at trial.

The list of exhibits shall be substantially in the following form:

PRE-TRIAL EXHIBIT STIPULATION

Plaintiff(s)' Exhibits

<u>Number</u>	<u>Description</u>	<u>Objection</u>	<u>If objection, state grounds</u>
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Defendant(s)' Exhibits

<u>Number</u>	<u>Description</u>	<u>Objection</u>	<u>If objection, state grounds</u>
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VII. DAMAGES

An itemized statement of all damages, including special damages.

VIII. BIFURCATED TRIAL

Indicate whether the parties desire a bifurcated trial, and if so, why.

IX. TRIAL BRIEFS

Trial briefs should be filed with the Court at the Final Pre-Trial Conference on any difficult factual or evidentiary issue and also set forth a party's theory of liability or defense.

X. LIMITATIONS, RESERVATIONS AND OTHER MATTERS

A. **Trial Date.** Trial of this cause is set for the week of _____.

B. **Length of Trial.** The probable length of trial is ____ days. The case will be listed on the trial calendar to be tried when reached.

Mark Appropriate Box: JURY. ☐

NON-JURY. . . . ☐

C. **Number of Jurors.** There shall be a minimum of six jurors.

D. **Jury Voir Dire.** The Court will conduct voir dire. Limited participation by counsel may be permitted. If voir dire questions are to be tendered, they should be submitted with the Final Pre-trial Order.

E. **Motions in Limine.** All motions in limine shall be filed no later than ten (10) days before the final pre-trial conference. Responses, if any, shall be filed within five (5) days thereafter.

- F. **Jury Instructions.** All jury instructions of all parties shall be submitted with a completed jury instruction order prepared in compliance with this Court's instructions no later than the first day of trial. In both civil and criminal cases, each instruction submitted to the Court shall be accompanied by a copy and a copy shall be delivered to opposing counsel. The copies shall be numbered and indicate which party suggests them. The original shall be on 8 ½" x 11" plain white paper without any designation or number. Jury instructions should be produced in a word processing program and submitted on diskette or by electronic means as provided by the Court.

IT IS ORDERED that the Final Pre-trial Order may be modified at the trial of the action, or prior thereto, to prevent manifest injustice or for good cause shown. Such modification may be made either on application of counsel for the parties or on motion of the Court.

DATED: _____

DISTRICT JUDGE
UNITED STATES DISTRICT COURT

APPROVED AS TO FORM AND SUBSTANCE:

ATTORNEY FOR PLAINTIFF(S)

ATTORNEY FOR DEFENDANT(S)

NOTE: Where a third-party defendant is joined pursuant to Rule 14(a) of the Federal Rules of Civil Procedure, the Pre-trial Order may be suitably modified. The initial page may be modified to reflect the joinder. List attorney's name, address, and telephone number.